

# Job Opportunity Bulletin

**Post Date: JULY 27, 2016**

## BEHAVIOR SPECIALIST II

**Salary Range: \$5,188 - \$6,619**  
**Permanent, Full Time**

**FINAL FILING DATE: UNTIL FILLED**

### JOIN THE DDS TEAM!

For information about the  
DEPARTMENT OF  
DEVELOPMENTAL SERVICES  
Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

The Behavior Specialist II will provide statewide technical assistance, monitoring of compliance, professional expertise, and site visits to the Enhanced Behavioral Support Home and the Community Crisis Home residential facilities.

For complete duties, please see the duty statement on the following page.

### REQUIRED QUALIFICATIONS:

- ❖ Current certification as a Behavior Analyst by the National Behavior Analyst Certification Board.
- ❖ Knowledge of laws and regulations governing developmental disabilities programs funded by the state and federal government.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date. All applicants will be considered; however, Re-employment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-441-9824-101** on your application.

Minimum qualifications (MQs) will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

Applicants are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

Please refer to:

**Position # 473-441-9824-101**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be screened  
and only the most qualified will be  
interviewed.

### CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: [claudia.lutz@dds.ca.gov](mailto:claudia.lutz@dds.ca.gov)



**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**COMMUNITY SERVICES DIVISION  
OFFICE OF COMMUNITY OPERATIONS  
PROGRAMS AND POLICY BRANCH  
COMMUNITY LIVING SECTION**

**DUTY STATEMENT**

**JOB TITLE:** Behavior Specialist II

**POSITION #:** 473-441-9824-101

**POSITION DESCRIPTION:** This position is responsible for performing monitoring, training and complex behavioral consultation related to the Enhanced Behavioral Supports Homes (EBSH), Community Crisis Homes (CCH), Specialized Residential Facilities (SRF) and other Community Living Options that serve regional center consumers with challenging behavior. This position functions as a behavioral professional providing behavioral consultation, training, and technical assistance to residential service providers, regional center staff, and/or behavior specialists related to the development and implementation of consumer Behavior Plans.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** Reports to and is under the general supervision of the Community Living Section Chief.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 25% Develop, implement and update, written protocols for monitoring the EBSH and CCH compliance with licensing and regulatory requirements. Provide technical assistance to regional centers and the EBSH and CCH service providers regarding the licensing and regulatory requirements. Provide on-site monitoring visits to each licensed EBSH and CCH every six months, or more often as necessary, to assure that each EBSH and CCH maintains compliance with the licensing and regulatory requirements.
- 15% Function as a behavior professional providing behavioral consultation to other departmental staff, regional centers, Department of Social Services- Community Care Licensing (DSS) staff; and residential service providers on residential program and behavioral issues related to the unique characteristics and behaviors of individuals who have developmental disabilities.
- 15% Develop, implement and update, written guidelines, based on applicable regulations, for regional centers seeking Department certification of an EBSH or CCH. Review regional center requests for certification, provide feedback as needed to ensure requests comply with applicable regulations, and provide recommendations to Section Chief. Monitor regional center and provider compliance with legislation and regulations applicable to the EBSH and CCH including, but not limited to, assuring that an appropriate individual behavior support plan is developed as determined by the behavior specialist from the regional center and the service provider. Make suggestions for amendments as needed to ensure plan effectiveness.

- 10% Provide training in current principles, techniques, methods and procedures of current behavior support and intervention to the EBSH, CCH, SRF and other community living options.
- 10% Serve as Department liaison to regional centers, residential service providers and organizations and DSS regarding matters related to residential care, including, but not limited to, laws and regulations, research and development, and recommended enhancements to the residential care service system.
- 10% Assist in the development of and amendments to laws and regulations related to implementation of the EBSH and the CCH, and other written documents that respond to inquiries, issues, complaints related to residential services.
- 10% Analyze situations that may jeopardize consumer health and/or safety, and recommend Individual Behavior Support Plan changes, behavior assessment, and behavior intervention strategies to the service provider and the regional center.

**Marginal Job Functions:**

- 5% Assist DDS information technology staff to maintain reliable information on trends related to residential services. Assist with data gathering and reviewing for evaluation purposes to support a progressive DDS service system. Provide legislative analysis, as needed.

**WORKING CONDITIONS:** Work is performed in an open-spaced partitioned office. There is approximately 45% statewide travel required; must meet strict timelines for project completion; and use a personal computer approximately 25% to 40% of total office time.

**DESIRABLE QUALIFICATIONS:**

Knowledge of : Computer programs (Outlook, MS Word, MS Excel); principles, practices, and trends of behavioral intervention; and understanding of the processes of community and group interaction in developmental disabilities planning procedures; current trends in developmental disabilities, public health, assistive devices and adaptive equipment and public welfare; comprehension of Applied Behavior Analysis, functional assessments, and behavior; and the administration of the Department's goals and policies.

Ability to: Speak and write effectively; present information and results of analyses effectively; reason logically and creatively and use a variety of analytical techniques to resolve complex behavioral issues; establish and maintain project priorities; analyze situations accurately and take effective action; consult with applicable and other interested parties on necessary subject areas; work professionally with public and private entities, including state agencies and regional centers; participate in multidisciplinary teams; develop and maintain cooperative and harmonious relationships with regional center staff, other state agencies, peers, the public, and others.

**CERTIFICATION OR LICENSE:** Certification recognized by the National Behavior Analyst Certification Board as a Board Certified Behavior Analyst.

**DRUG TESTING REQUIREMENT:** Passing drug-screening test is required.